

~~CONFIDENTIAL~~

16 June 1964

MEMORANDUM FOR : Director of Personnel

SUBJECT : Comments on the Reorientation in
Supervisory Responsibilities --
9 June 1964

1. As requested by the Executive Assistant to the Director of Personnel, the following comments on the 9 June 1964 Supervisory Reorientation are submitted:

(a) Mr. Echols' Lecture

The attention given by Mr. Echols to particular personnel matters (fitness reports) was very deserving of his time. His recommendations that tardiness and changes in personal behavior should not be neglected is a problem more supervisors should meet with a workable solution. The responsibility supervisors have to their subordinates was presented in a most interesting way. A more serious approach by supervisors to Mr. Echols' comments would provide the Agency with fewer personnel problems.

(b) Dr. Tietjen's Lecture

Dr. Tietjen's manner of presentation was pleasant. However, the comments at times appeared to be beyond the subject at hand. Dr. Tietjen's suggestions on the approach to physical activity were most applicable to many people in the Agency. I'm sure if personnel adhered to Dr. Tietjen's advice, the Medical Staff would not have as many medical problems as they now encounter.

(c) Col. White's Lecture

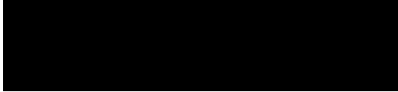
This presentation was very interesting. The personal examples given by Col. White kept him in constant contact with all personnel present. His discussion on being a good listener was a most worthwhile contribution. Serious work on this particular phase would create a closer relationship between supervisor and subordinates. He clearly stated the need for good supervisors. An excellent presentation.

(d) Panel Discussion

The caliber of personnel used in this discussion was excellent. It enabled personnel to present their particular problems and receive a highly intelligent answer. The individuals who did not submit questions also benefited from this discussion.

2. I believe the supervisory reorientation is one of the most worthwhile projects undertaken by this Agency during my employment. With top management desiring better supervisors, the Agency can do nothing but benefit from this program.

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Budget and Fiscal Officer/OP